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ABSTRACT

This document presents a report on the Minnesota Technical College System's Library and Media Services. All 34 technical colleges were given a survey to prepare, a Library Advisory Board was established, and relevant literature and standards were reviewed to conduct and obtain data for this study. The report begins with the mission, values, and goals of the library/media centers. Section I reports the survey findings on the following topics: total library/media services per campus, including public service outlets, total number of staff, total operating expenses, total collection amount, total services, service per typical week, and total footage. Section II presents an integrated plan for library/media services, including objectives and goals for instructional technology; multimedia authoring; barrier free technology; Internet/e-mail; delivery systems; staff, curriculum, and collection development; electronic access; and resource sharing. Section III covers budget allocations. Section IV discusses the creation of new library/media facilities. Finally, Section V examines invested interests in technical college library/media centers. (JLB)

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Minnesota Technical College System

Library/Media Services Survey and Report

1994

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EXECUTIVE SUMMARY

INTRODUCTION

This report has been prepared for the Minnesota Technical College System. For this project all Technical Colleges in Minnesota were given a survey to prepare, a Library Advisory Board was established with representatives from Technical Colleges and a review of relevant literature and standards were used to conduct the survey and report. Change factors contributed to the need for this study:

1. the North Central accrediation process
2. the merger of the higher education institutions
3. the connectivity with PALS
4. the use of various technologies in delivery of services

SURVEY FINDINGS

The survey findings examines the following areas in Library/Media services: (1) staffing (2) operating expenses (3) collection development (4) services (5) and facilities. It reports the need for libraries to begin collecting data on patron/library interface so that internal progress toward improvement might be measured and also to serve as true benchmarks for the library profession.

AN INTEGRATED PLAN FOR LIBRARY/MEDIA SERVICES

"The structure and function of a learning resources program in each institution obviously has been determined by the role assigned within the institutional structure. This role must be consistent with the stated mission of the institution. It must also be related realistically to the institution's educational goals, curricula, size and complexity, as well as the diversity of resources needed to accommodate different modes of learning." *"Standard for community, junior and technical college learning resources programs." ACRL NEWS, September 1990.*

The objectives and goals are intended to guide the planning of libraries and to give some direction for Technical Colleges without libraries.

BUDGET STANDARDS AND ALLOCATIONS

Survey data and state allocations indicate that expenditures are a small percentage of the minimum amount recommended in national standards. The findings show that total expenditures amount to 1.78% The percentage for the national standard is 6%.

NEW LIBRARY/MEDIA CENTER FACILITIES AND CO-LOCATED CAMPUS LIBRARY/MEDIA CENTER FACILITIES

Technical College students do not have equal access to Library/Media services. With the higher education merger, the development of connectivity to PALS and with future cooperative agreements and policies in place, the technical college communities access to information will be enhanced.

INVESTED INTERESTS IN TECHNICAL COLLEGE LIBRARY/MEDIA CENTERS

Technology must play a vital role in meeting the demand for a more productive education system. Linking the emerging technologies into the classroom, outsite campuses, communities and globally provides students with access to information outside the four walls of the Library/Media Center and of the institution. What kind of outcomes result from effective partnershiping?

* Outcomes that empower teachers
* Outcomes that expand student learning and cognitive thinking skills
* Outcomes that nurture cooperative services and collaboration

MISSION

It is the mission of the Library/Media Centers in Minnesota Technical Colleges to provide information, materials and services while using modern technology to ensure access to unique collections. As a facility for information, instruction and research, centers will strive to maintain the integrity, trust, and level of services expected by our customers.

1/24/94

VALUES

The professional Library/Media personnel share common values of:

Instructional/informational services through;

* empowerment for life long learning skills
* uniqueness of collection development
* support of faculty and student training and curriculum research

Access to resources through;

* use of technological advancement
* integrated systems
* collaboration/cooperation/partnerships

Information management through;

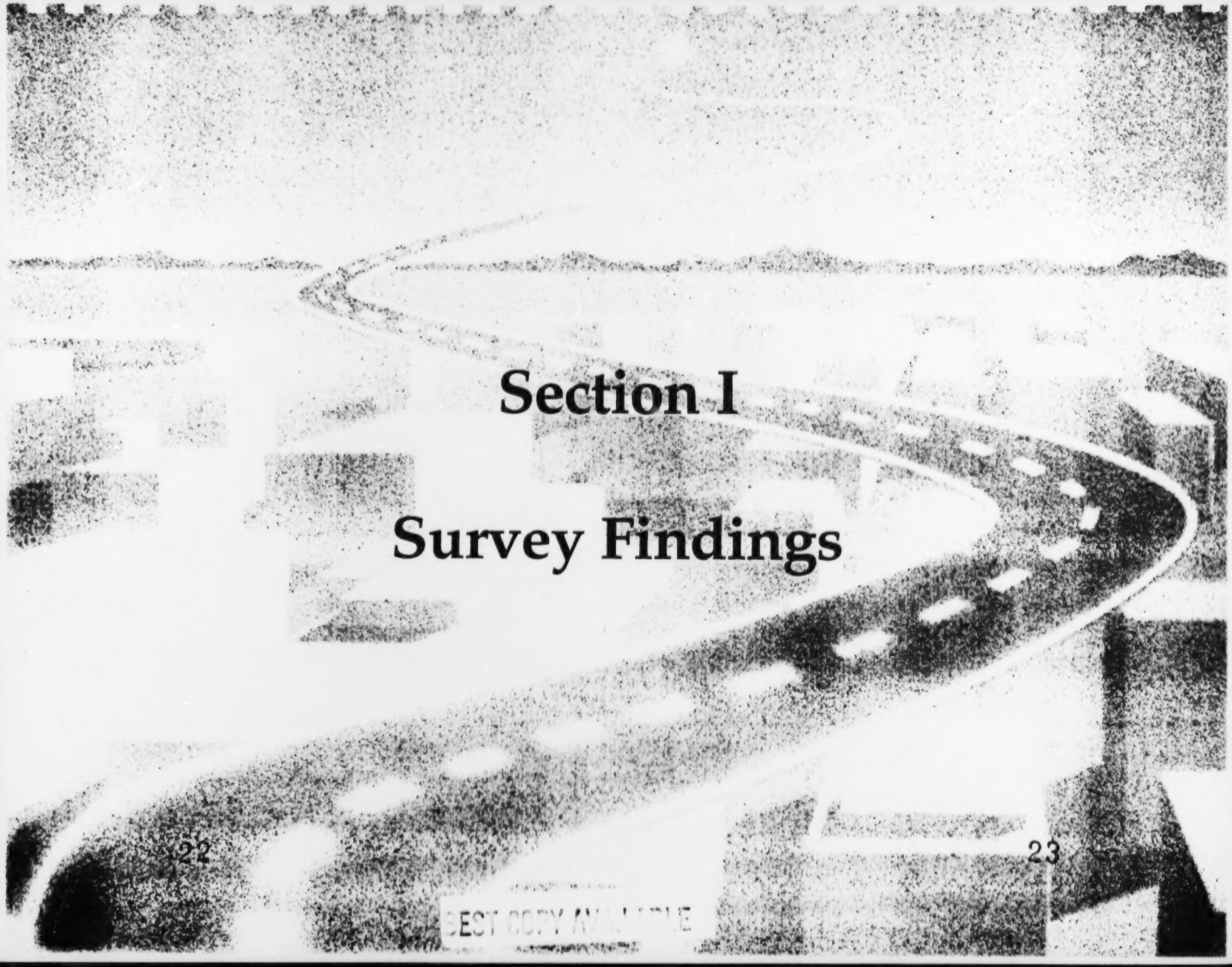
* competency in seeking information
* leadership opportunities
* accountability

GOALS

1. Support learning/teaching activities for students and faculty through instruction, use of modern technology and maintaining diverse and unique collections.

2. Establish and maintain a networking system allowing us to share resources by providing ready access to materials.

3. Enhance the development and recognition of library/media staff to support the institution, its faculty, students and the community.



Section I

Survey Findings

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MINNESOTA TECHNICAL COLLEGE SYSTEM
State Board of Technical Colleges
Technical College Survey 1993-94

TECHNICAL COLLEGES	TECHNICAL COLLEGE SURVEY 1993-94 (LIBRARY/MEDIA CENTER)						
	PUBLIC SERVICE OUTLETS	TOTAL # OF STAFF	TOTAL OPERATING EXPENSES	TOTAL COLLECTION AMOUNT	TOTAL SERVICES FY '93	SERVICES TYPICAL WEEK SPRING '93	TOTAL FOOTAGE (SQ.FT.)
Alexandria	1	3	$ 85,500.00	12,519	50,810	65 hrs. Gate Count: 1375 Reference Transaction: N/A	4,602
Anoka-Hennepin	1	5.61	$226,393.00	20,914	6,831	45 hrs. Gate Count: 1050 Reference Transaction: N/A	7,873
Brainerd/Staples							
Brainerd	0	N/A	N/A	N/A	N/A	N/A	N/A
Staples	1	4.16	$ 76,069.00	1,066	N/A	N/A	N/A
Dakota County	1	4	$164,554.00	5,567	649	60 hrs. Gate Count: N/A Reference Transaction: N/A	5,820
Duluth	1	2.5	$121,000.00	1,950	4,453	50 hrs. Gate Count: 950 Reference Transaction: 40	920
Hennepin							
North Hennepin	1	3.15	$102,080.00	50,444	64,028	63 hrs. Gate Count: 1000 Reference Transaction: 175	5,350
South Hennepin	1	3.25	$125,656.00	51,109	64,225	63 hrs. Gate Count: 1000 Reference Transaction: 175	4,000
Hutchinson/Willmar							
Hutchinson	0	N/A	N/A	N/A	N/A	N/A	N/A
Willmar	1	4.5	$ 94,500.00	2,829	3,620	48 hrs. Gate Count: 500 Reference Transaction: 20	960

MINNESOTA TECHNICAL COLLEGE SYSTEM
State Board of Technical Colleges
Technical College Survey 1993-94

TECHNICAL COLLEGES	TECHNICAL COLLEGE SURVEY 1993-94 (LIBRARY/MEDIA CENTER)						
	PUBLIC SERVICE OUTLETS	TOTAL # OF STAFF	TOTAL OPERATING EXPENSES	TOTAL COLLECTION AMOUNT	TOTAL SERVICES FY '93	SERVICES TYPICAL WEEK SPRING '93	TOTAL FOOTAGE (SQ.FT.)
Minneapolis	1	4.5	$ 66,573.00	44,817	9,812	61 hrs. Gate Count: 3,131 Reference Transaction:221	20,000
MN Riverland							
Austin	1	2	$ 64,500.00	2,355	397	44 hrs. Gate Count: N/A Reference Transaction: 12	5,500
Faribault	1	.5	$ 22,000.00	850	50	40 hrs. Gate Count: N/A Reference Transaction:N/A	300
Rochester	1	2.91	$ 71,661.12	26,465	8,465	44 hrs. Gate Count: 264 Reference Transaction:21	9,696
Northeast	1	13	$233,100.00	19,171	8,113	61.5 hrs. Gate Count: 1,800 Reference Transaction:50	7,359
Northwest							
Bemidji	0	N/A	N/A	N/A	N/A	N/A	N/A
Detroit Lakes	1	5	$ 59,082.00	7,284	6,206	120 hrs. Gate Count: N/A Reference Transaction:N/A	3,000
East Grand Forks	1	3.37	$ 70,120.00	4,566	2,682	56 hrs. Gate Count: 188 Reference Transaction:57	2,064

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TECHNICAL COLLEGES	TECHNICAL COLLEGE SURVEY 1993-94 (LIBRARY/MEDIA CENTER)						
	PUBLIC SERVICE OUTLETS	TOTAL # OF STAFF	TOTAL OPERATING EXPENSES	TOTAL COLLECTION AMOUNT	TOTAL SERVICES FY '93	SERVICES TYPICAL WEEK SPRING '93	TOTAL FOOTAGE (SQ.FT.)
Northwest (Con't)							
Moorhead	1	3	$ 69,600.00	0	0	45 hrs. Gate Count: N/A Reference Transactions:N/A	1,152
Thief River Falls	0	N/A	N/A	N/A	N/A	N/A	N/A
Wadena	0	N/A	N/A	N/A	N/A	N/A	N/A
Pine	1	4	$ 57,985.00	12,024	1,941	50 hrs. Gate Count: 822 Reference Transaction:40	2,237
Range							
Eveleth	1	1	$ 37,599.00	2,160	52	4 hrs. Gate Count: 1,156 Reference Transaction:80	900
Hibbing	1	N/A	N/A	N/A	N/A	N/A	900
Red Wing/Winona							
Red Wing	0	N/A	N/A	N/A	N/A	N/A	N/A
Winona	0	N/A	N/A	N/A	N/A	N/A	N/A

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TECHNICAL COLLEGES	TECHNICAL COLLEGE SURVEY 1993-94 (LIBRARY/MEDIA CENTER)						
	PUBLIC SERVICE OUTLETS	TOTAL # OF STAFF	TOTAL OPERATING EXPENSES	TOTAL COLLECTION AMOUNT	TOTAL SERVICES FY '93	SERVICES TYPICAL WEEK SPRING '93	TOTAL FOOTAGE (SQ.FT.)
South Central							
Albert Lea	1	3	$ 74,887.00	19,116	2,778	54.5 hrs. Gate Count: N/A Reference Transactions: N/A	6,900
Mankato	1	4.81	$150,564.00	12,858	11,176	65 hrs. Gate Count: N/A Reference Transactions: N/A	7,418
Southwestern							
Canby	1	.5	$ 30,830.00	1,277	289	49 hrs. Gate Count: 708 Reference Transactions: N/A	1,506
Granite Falls	1	.7	$ 9,800.00	1,413	49	49 hrs. Gate Count: 240 Reference Transactions: N/A	2,622
Jackson	1	.9	$ 18,900.00	1,057	278	43 hrs. Gate Count: 5,833 Reference Transactions: N/A	2,600
Pipestone	1	.52	$ 31,100.00	2,344	396	40 hrs. Gate Count: 2,159 Reference Transactions: N/A	2,008
*District Librarian	1	1	$ 42,025.00	N/A	N/A	N/A	N/A
St. Cloud	1	6.5	$183,000.00	22,908	8,430	58.5 hrs. Gate Count: N/A Reference Transactions: N/A	2,700
St. Paul	1	6.39	N/A	25,593	7,771	58.5 hrs. Gate Count: 53,170 Reference Transactions: 2928	2,163

MINNESOTA TECHNICAL COLLEGE SYSTEM

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SURVEY DATA	TECHNICAL COLLEGE SURVEY 1993-94 (LIBRARY/MEDIA CENTER)							
	ALEXANDRIA	ANOKA-HENNEPIN	BRAINERD/STAPLES Brainerd	STAPLES	DAKOTA COUNTY	DULUTH	HENNEPIN North Hennepin	South Hennepin
PART A:								
1. Branch & Ind. Libraries	1	1	N/A	1	1	1	1	1
PART B:								
2. Librarians & other Pro. Staff	1	1.51	N/A	1/16	2	1	.5	.5
3. All other Paid Staff	1.5	4.1	N/A	1	2	1	2.65	2.75
4. Student Assistants	.5	0	N/A	3	N/A	.5	N/A	0
PART C:								
6. Salaries & Wages	$ 38000.00	$ 47406.00	N/A	$ 43795.00	$ 81322.00	$ 39000.00	$ 19765.00	$ 20612.00
7. Other Paid Staff	20000.00	98571.00	N/A	0	34660.00	22000.00	63125.00	64862.00
8. Student Assistants	0	N/A	N/A	0	N/A	4000.00	N/A	0
9. Collections-Books & other print	8000.00	10974.00	N/A	5263.00	6041.00	6000.00	4322.00	9521.00
10.Current Serials	N/A	5134.00	N/A	5938.00	2949.00	4000.00	915.00	1977.00
11.Microform	N/A	N/A	N/A	0	N/A	N/A	0	0
12.Audio-Visual Materials	2500.00	0	N/A	3571.00	3178.00	2000.00	140.90	100.00
13.Machine-Readable Materials	N/A	1929.00	N/A	0	2510.00	N/A	N/A	N/A
14.Supplies (Other)	N/A	2530.00	N/A	5021.00	13680.00	1000.00	1414.00	1144.00
15.Preservation	N/A	N/A	N/A	0	N/A	N/A	N/A	N/A
16.Furniture & Equipment- (Includes Computer Equipment)	17000.00	42535.00	N/A	11062.00	19914.00	40000.00	8777.00	10881.00
17.Other Purchased Services (Film rental, computer services, On-Line databases, other)	2000.00	17314.00	N/A	1419.00	300.00	3000.00	3624.00	2217.00

MINNESOTA TECHNICAL COLLEGE SYSTEM

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SURVEY DATA	TECHNICAL COLLEGE SURVEY 1993-94 (LIBRARY/MEDIA CENTER)							
	ALEXANDRIA	ANOKA-HENNEPIN	BRAINERD/STAPLES Brainerd	STAPLES	DAKOTA COUNTY	DULUTH	HENNEPIN North Hennepin	South Hennepin
PART D:								
19.Books (Volumes)	6000	11369	N/A	465	4901	1400	31600	32000
20.Books (Titles)	5800	7416	N/A	421	N/A	N/A	7900	8100
21.Reference Titles	N/A	720	N/A	37	732	200	150	150
22.Current Serial Subscriptions	104	234	N/A	79	75	N/A	32	33
23.Serial Titles (# Unique Titles)	N/A	230	N/A	11	75	100	162	176
24.Microfilm Titles	N/A	92	N/A	N/A	N/A	N/A	N/A	N/A
25.Machine Readable Software Titles	N/A	42	N/A	2	N/A	N/A	1300	1300
26.Film Titles	15	153	N/A	N/A	121	N/A	350	350
27.Video Titles	550	423	N/A	51	248	200	6200	6250
28.Audio Materials Titles	50	235	N/A	N/A	147	50	2750	2750
PART E:								
29.Circulation Transactions/General	50000	5428	N/A	N/A	N/A	4000	60800	61000
30.Reserve Collection	N/A	514	N/A	N/A	N/A	200	3000	3000
31.Interlibrary Loans	N/A	13	N/A	N/A	0	3	N/A	0
32.Received from other Libraries	75	9	N/A	N/A	177	200	10	5
33.Info. Service to Groups/Number of Presentations	35	41	N/A	N/A	22	50	18	0
34.Number served in Presentations	700	826	N/A	N/A	450	N/A	200	220
PART F:								
35.Public Service Hours/Week	65	45	N/A	N/A	60	50	63	63
36.Gate Count/Week	1375	1050	N/A	N/A	N/A	950	1000	1000
37.Reference Transactions/Week	N/A	125	N/A	N/A	N/A	40	175	175
PART G:								
38.Total Size of Library/Media Center Facilities (Square Footage)	4602	7873	N/A	1800	2940	920	5350	4000

MINNESOTA TECHNICAL COLLEGE SYSTEM
State Board of Technical Colleges
Technical College Survey 1993-94

SURVEY DATA	TECHNICAL COLLEGE SURVEY 1993-94 (LIBRARY/MEDIA CENTER)							
	HUTCHINSON/WILLMAR Hutchinson	Willmar	MINNEAPOLIS (Co-located with MCC)	MN RIVERLAND Austin	Faribault	Rochester	Northeast Metro	NORTHWEST Bemidji
PART A:								
1. Branch & Ind. Libraries	N/A	1	1	1	0	1	1	N/A
PART B:								
2. Librarians & other Pro. Staff	N/A	1	1	1	.5	.5	1	N/A
3. All other Paid Staff		.5	.5	.5	N/A	2	12	N/A
4. Student Assistants		3	3	.5	N/A	.41	N/A	N/A
PART C:								
6. Salaries & Wages	N/A	$ 43,000.00	$ 36960.00	$ 49000.00	$ 12000.00	$ 22954.03	$ 39000.00	N/A
7. Other Paid Staff	N/A	7500.00	13286.00	10000.00	N/A	39528.82	155000.00	N/A
8. Student Assistants	N/A	N/A	8000.00	N/A	N/A	4142.25	0	N/A
9. Collections-Books & other print	N/A	5000.00	2700.00	4000.00	4500.00	1862.80	11000.00	N/A
10.Current Serials	N/A	4500.00	3047.00	500.00	500.00	1112.95	7000.00	N/A
11.Microform	N/A	500.00	N/A	N/A	N/A	N/A	0	N/A
12.Audio-Visual Materials	N/A	6000.00	N/A	500.00	N/A	308.45	7000.00	N/A
13.Machine-Readable Materials	N/A	N/A	N/A	N/A	N/A	214.00	0	N/A
14.Supplies (Other)	N/A	8000.00	N/A	200.00	N/A	1436.12	4000.00	N/A
15.Preservation	N/A	N/A	N/A	N/A	N/A	N/A	0	N/A
16.Furniture & Equipment (Includes computer equipment)	N/A	16000.00	N/A	N/A	N/A	3605.99	9000.00	N/A
17.Other Purchased Services (Film rental, computer services, On-Line databases, other)	N/A	4000.00	2580.00	300.00	N/A	637.96	1100.00	N/A

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State Board of Technical Colleges
Technical College Survey 1993-94

SURVEY DATA	TECHNICAL COLLEGE SURVEY 1993-94 (LIBRARY/MEDIA CENTER)							
	HUTCHINSON/WILLMAR Hutchinson	Willmar	MINNEAPOLIS (Co-located with MCC)	MN RIVERLAND Austin	Faribault	Rochester	Northeast Metro	NORTHWEST Bemidji
PART D:								
19.Books (Volumes)	N/A	1000	N/A	1000	N/A	16079	6000	N/A
20.Books (Titles)	N/A	975	40000	1200	800	8500	5000	N/A
21.Reference Titles	N/A	250	3900	100	25	10	100	N/A
22.Current Serial Subscriptions	N/A	116	379	50	25	153	125	N/A
23.Serial Titles (# Unique Titles)	N/A	198	N/A	N/A	N/A	170	60	N/A
24.Microfilm Titles	N/A	62	1	N/A	N/A	N/A	250	N/A
25.Machine Readable Software Titles	N/A	N/A	1	N/A	N/A	8	36	N/A
26.Film Titles	N/A	6	N/A	N/A	N/A	34	200	N/A
27.Video Titles	N/A	173	536	N/A	N/A	46	5000	N/A
28.Audio Materials Titles	N/A	49	N/A	5	N/A	4	2400	N/A
PART E:								
29.Circulation Transactions/General	N/A	2000	1124	N/A	50	7016	4800	N/A
30.Reserve Collection	N/A	500	7693	N/A	N/A	655	2000	N/A
31.Interlibrary Loans	N/A	50	66	0	N/A	14	10	N/A
32.Received from other Libraries	N/A	45	456	0	N/A	0	700	N/A
33.Information Service to Groups Number of Presentations	N/A	25	23	36	N/A	30	3	N/A
34.Number served in Presentations	N/A	1000	450	361	N/A	750	600	N/A
PART F:								
35.Public Service Hours/Week	N/A	48	61	44	40	44	61.5	N/A
36.Gate Count/Week	N/A	500	3131	N/A	10	264	1800	N/A
37.Reference Transactions/Week	N/A	20	221	12	N/A	21	50	N/A
PART G:								
38.Total Size of Library/Media Center Facilities	N/A	960	20000	5500	300	9696	7359	N/A

MINNESOTA TECHNICAL COLLEGE SYSTEM

State Board of Technical Colleges
Technical College Survey 1993-94

SURVEY DATA	TECHNICAL COLLEGE SURVEY 1993-94 (LIBRARY/MEDIA CENTER)							
	NORTHWEST Detroit Lakes	NORTHWEST East Grand Forks	NORTHWEST Moorhead	NORTHWEST Thief River Falls	NORTHWEST Wadena	PINE	RANGE Eveleth	Hibbing
PART A:								
1. Branch & Ind. Libraries	1	1	1	0	N/A	1	1	1
PART B:								
2. Librarians & other Pro. Staff	1	.87	1	N/A	N/A	1.5	1	N/A
3. All other Paid Staff	0	.5	1	N/A	N/A	0	0	N/A
4. Student Assistants	4	2	1	N/A	N/A	2.5	0	N/A
PART C:								
6. Salaries & Wages	$ 34159.00	$ 35519.00	$ 28500.00	N/A	N/A	$ 39381.00	$ 25241.00	N/A
7. Other Paid Staff	N/A	7040.00	14300.00	N/A	N/A	0	N/A	N/A
8. Student Assistants	348.00	539.00	1800.00	N/A	N/A	2232.00	N/A	N/A
9. Collections-Books & other print	16434.00	N/A	N/A	N/A	N/A	1781.00	2417.00	N/A
10.Current Serials	N/A	N/A	N/A	N/A	N/A	3367.00	608.00	N/A
11.Microform	N/A	N/A	N/A	N/A	N/A	0	N/A	N/A
12.Audio-Visual Materials	N/A	N/A	N/A	N/A	N/A	3458.00	1958.00	N/A
13.Machine-Readable Materials	N/A	N/A	N/A	N/A	N/A	2618.00	N/A	N/A
14.Supplies (Other)	N/A	7000.00	1000.00	N/A	N/A	55.00	516.00	N/A
15.Preservation	N/A	N/A	N/A	N/A	N/A	258.00	N/A	N/A
16.Furniture & Equipment (Includes Computer Equipment)	6724.00	6000.00	20000.00	N/A	N/A	4013.00	6859.00	N/A
17.Other Purchased Services (Film rental, computer services, On-Line databases, other)	1765.00	9000.00	N/A	N/A	N/A	822.00	N/A	

MINNESOTA TECHNICAL COLLEGE SYSTEM

State Board of Technical Colleges
Technical College Survey 1993-94

SURVEY DATA	TECHNICAL COLLEGE SURVEY 1993-94 (LIBRARY/MEDIA CENTER)							
	NORTHWEST Detroit Lakes	NORTHWEST East Grand Forks	NORTHWEST Moorhead	NORTHWEST Thief River Falls	NORTHWEST Wadena	PINE	RANGE Eveleth	Hibbing
PART D:								
19.Books (Volumes)	N/A	N/A	N/A	N/A	N/A	3659	984	N/A
20.Books (Titles)	6203	3725	N/A	N/A	N/A	3163	352	N/A
21.Reference Titles	N/A	542	N/A	N/A	N/A	217	632	N/A
22.Current Serial Subscriptions	85	N/A	N/A	N/A	N/A	97	55	N/A
23.Serial Titles (# Unique Titles)	N/A	N/A	N/A	N/A	N/A	10	18	N/A
24.Microfilm Titles	1	N/A	N/A	N/A	N/A	2500	N/A	N/A
25.Machine Readable Software Titles	4	N/A	N/A	N/A	N/A	43	N/A	N/A
26.Film Titles	16	5	N/A	N/A	N/A	85	N/A	N/A
27.Video Titles	878	195	N/A	N/A	N/A	799	108	N/A
28.Audio Materials Titles	97	99	N/A	N/A	N/A	1451	11	N/A
PART E:								
29.Circulation Transactions/General	5808	2240	N/A	N/A	N/A	842	51	N/A
30.Reserve Collection	N/A	48	N/A	N/A	N/A	113	N/A	N/A
31.Interlibrary Loans	35	80	N/A	N/A	N/A	43	N/A	N/A
32.Received from other Libraries	308	2	N/A	N/A	N/A	137	5	N/A
33.Information Service to Groups (Number of Presentations)	55	10-12	N/A	N/A	N/A	50	22	N/A
34.Number served in Presentations	N/A	300	N/A	N/A	N/A	756	450	N/A
PART F:								
35.Public Service Hours/Week	120	56	45	N/A	N/A	50	4	N/A
36.Gate Count/Week	N/A	188	N/A	N/A	N/A	822	1156	N/A
37.Reference Transactions/Week	N/A	57	N/A	N/A	N/A	40	80	N/A
PART G:								
38.Total Size of Library/Media Center Facilities	3000	2064	1152	N/A	N/A	2237	900	900

MINNESOTA TECHNICAL COLLEGE SYSTEM
State Board of Technical Colleges
Technical College Survey 1993-94

SURVEY DATA	TECHNICAL COLLEGE SURVEY 1993-94 (LIBRARY/MEDIA CENTER)							
	RED WING/WINONA Red Wing	Winona	SOUTH CENTRAL Albert Lea	Mankato	SOUTHWESTERN Canby	Granite Falls	Jackson	Pipestone
PART A:								
1. Branch & Ind. Libraries	0	0	1	1	1	1	1	1
PART B:								
2. Librarians & other Pro. Staff	N/A	N/A	1	1.37	0	.3	N/A	0
3. All other Paid Staff	N/A	N/A	1	2.5	.5	N/A	.5	.5
4. Student Assistants	N/A	N/A	1	.94	0	.4	.4	.02
PART C:								
6. Salaries & Wages	N/A	N/A	$ 44442.00	$ 35020.00	N/A	N/A	N/A	N/A
7. Other Paid Staff	N/A	N/A	N/A	38108.00	$ 18180.00	$ 6800.00	$ 9500.00	$9000.00
8. Student Assistants	N/A	N/A	N/A	6905.00	N/A	N/A	N/A	N/A
9. Collections-Books & other print	N/A	N/A	10000.00	10474.00	N/A	N/A	N/A	N/A
10.Current Serials	N/A	N/A	2000.00	9430.00	N/A	N/A	N/A	N/A
11.Microform	N/A	N/A	975.00	N/A	N/A	N/A	N/A	N/A
12.Audio-Visual Materials	N/A	N/A	N/A	5547.00	3000.00	500.00	N/A	2000.00
13.Machine-Readable Materials	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
14.Supplies (Other)	N/A	N/A	6400.00	5600.00	9000.00	1500.00	9000.00	7000.00
15.Preservation	N/A	N/A	0	4000.00	N/A	N/A	N/A	N/A
16.Furniture & Equipment- (Includes Computer Equipment)	N/A	N/A	11070.00	35390.00	N/A	N/A	N/A	8000.00
17.Other Purchased Services (Film rental, computer services, On-Line databases, other)	N/A	N/A	0	90.00	650.00	1000.00	400.00	5100.00

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MINNESOTA TECHNICAL COLLEGE SYSTEM

State Board of Technical Colleges
Technical College Survey 1993-94

SURVEY DATA	TECHNICAL COLLEGE SURVEY 1993-94 (LIBRARY/MEDIA CENTER)							
	RED WING/WINONA Red Wing	Winona	SOUTH CENTRAL Albert Lea	Mankato	SOUTHWESTERN Canby	Granite Falls	Jackson	Pipestone
PART D:								
19.Books (Volumes)	N/A	N/A	3638	10686	N/A	N/A	N/A	N/A
20.Books (Titles)	N/A	N/A	3600	N/A	978	872	543	2024
21.Reference Titles	N/A	N/A	488	683	119	365	47	74
22.Current Serial Subscriptions	N/A	N/A	52	235	22	55	33	55
23.Serial Titles (# Unique Titles)	N/A	N/A	N/A	360	28	79	43	68
24.Microfilm Titles	N/A	N/A	11052	120	N/A	N/A	N/A	N/A
25.Machine Readable Software Titles	N/A	N/A	0	1	3	3	1	3
26.Film Titles	N/A	N/A	0	100	N/A	N/A	N/A	N/A
27.Video Titles	N/A	N/A	95	325	125	31	290	86
28.Audio Materials Titles	N/A	N/A	191	348	2	8	100	34
PART E:								
29.Circulation Transactions/General	N/A	N/A	2058	10243	92	5	114	44
30.Reserve Collection	N/A	N/A	0	478	N/A	N/A	N/A	N/A
31.Interlibrary Loans	N/A	N/A	0	25	41	44	86	40
32.Received from other Libraries	N/A	N/A	3	10	N/A	N/A	N/A	N/A
33.Information Service to Groups (Number of Presentations)	N/A	N/A	45	20	6	N/A	3	12
34.Number served in Presentations	N/A	N/A	675	400	150	N/A	75	300
PART F:								
35.Public Service Hours/Week	N/A	N/A	54.5	65	49	49	43	40
36.Gate Count/Week	N/A	N/A	N/A	N/A	708	240	5833	2159
37.Reference Transactions/Week	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
PART G:								
38.Total Size of Library/Media Center Facilities	N/A	N/A	6900	7418.3	1506	2622.5	2600	2008

MINNESOTA TECHNICAL COLLEGE SYSTEM
State Board of Technical Colleges
Technical College Survey 1993-94

SURVEY DATA	TECHNICAL COLLEGE SURVEY 1993-94 (LIBRARY/MEDIA CENTER)							
	ST. CLOUD	ST. PAUL						
PART A:								
1. Branch & Ind. Libraries	1	1						
PART B:								
2. Librarians & other Pro. Staff	.5	.39						
3. All other Paid Staff	3	3						
4. Student Assistants	3	3						
PART C:								
6. Salaries & Wages	$ 50000.00	N/A						
7. Other Paid Staff	40000.00	N/A						
8. Student Assistants	3000.00	N/A						
9. Collections-Books & other print	3000.00	N/A						
10.Current Serials	17000.00	N/A						
11.Microform	4000.00	N/A						
12.Audio-Visual Materials	6000.00	N/A						
13.Machine-Readable Materials	25000.00	N/A						
14.Supplies (Other)	4000.00	40000.00						
15.Preservation	0	0						
16.Furniture & Equipment- (Includes Computer Equipment)	31000.00	41000.00						
17.Other Purchased Services (Film rental, computer services, On-Line databases, other)	N/A	11300.00						

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MINNESOTA TECHNICAL COLLEGE SYSTEM

State Board of Technical Colleges
Technical College Survey 1993-94

SURVEY DATA	TECHNICAL COLLEGE SURVEY 1993-94 (LIBRARY/MEDIA CENTER)							
	ST. CLOUD	ST. PAUL						
PART D:								
19.Books (Volumes)	10000	13000						
20.Books (Titles)	10000	12000						
21.Reference Titles	500	250						
22.Current Serial Subscriptions	500	173						
23.Serial Titles (# Unique Titles)	100	0						
24.Microfilm Titles	200	50						
25.Machine Readable Software Titles	8	39						
26.Film Titles	100	0						
27.Video Titles	1500	165						
28.Audio Materials Titles	0	168						
PART E:								
29.Circulation Transactions/General	5000	6972						
30.Reserve Collection	N/A	112						
31.Interlibrary Loans	500	0						
32.Received from other Libraries	2000	143						
33.Information Service to Groups		34						
Number of Presentations	30							
34.Number served in Presentations	900	510						
PART F:								
35.Public Service Hours/Week	58.5	58.5						
36.Gate Count/Week	N/A	1575						
37.Reference Transactions/Week	N/A	100						
PART G:								
38.Total Size of Library/Media Center Facilities	2700	2163						

Section II

An Integrated Plan for Library/Media Services

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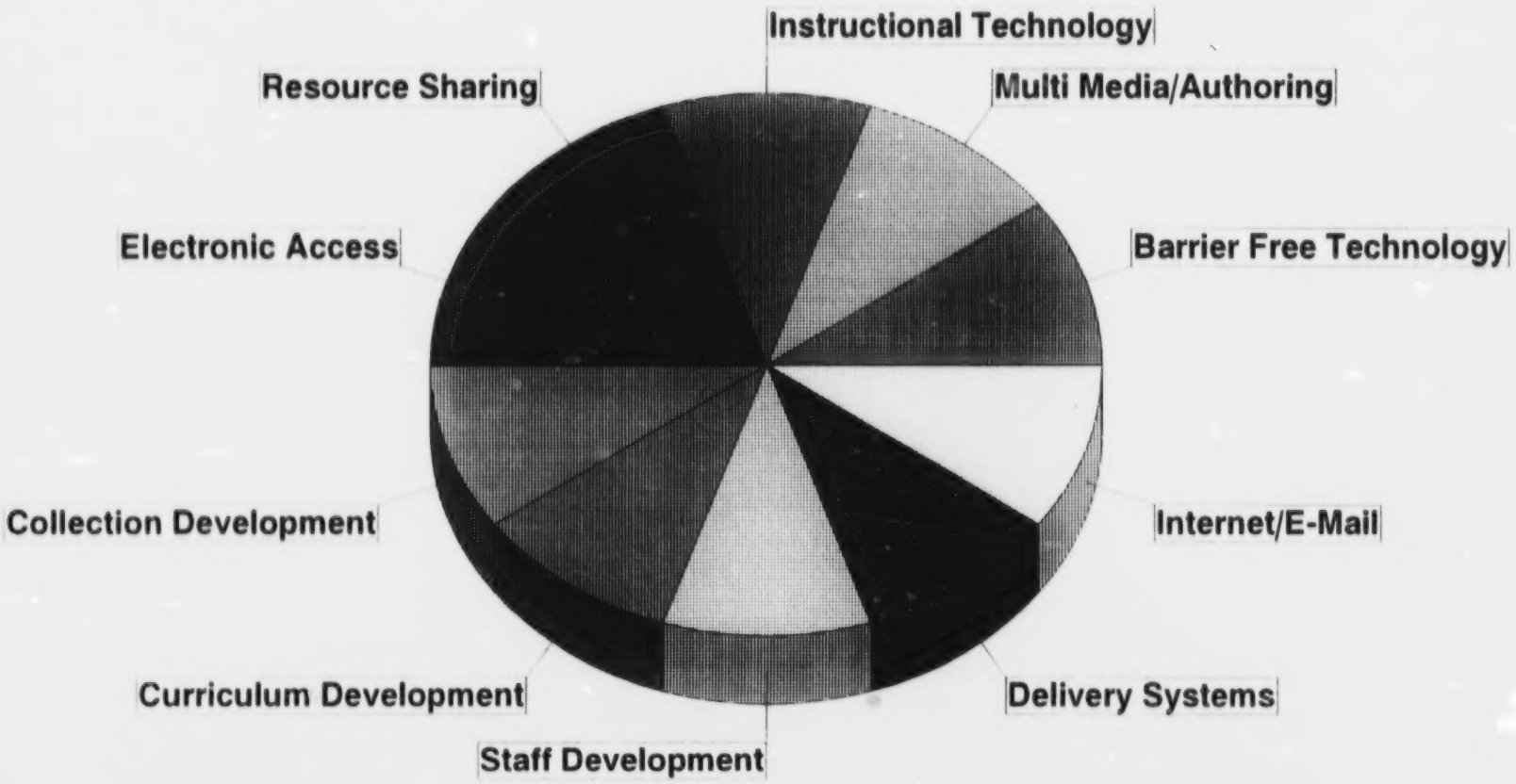
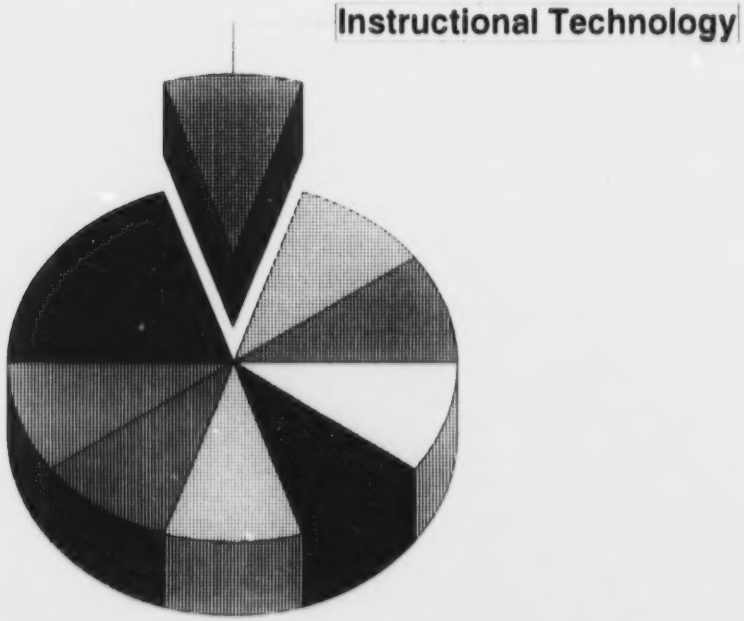
MINNESOTA TECHNICAL COLLEGE SYSTEM

An Integrated Plan for Library/Media Services



OBJECTIVES FOR
INSTRUCTIONAL TECHNOLOGY



INSTRUCTIONAL TECHNOLOGY

PURPOSE STATEMENT

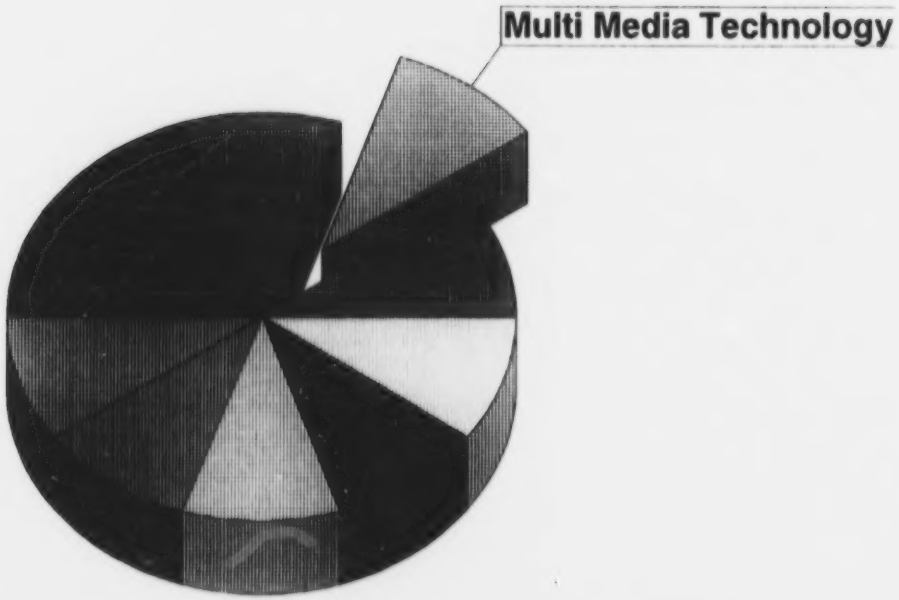
To integrate new instructional technologies into the curriculum and to promote learning through the academic program of the institution, fully supporting and empowering continuous improvement to teaching and learning.

GOALS AND OBJECTIVES: (PAST, PRESENT & FUTURE)	TIME LINES
* To provide access to the campus and community through networking, resource sharing, on-line services and various electronic technology.	Ongoing
* To provide for assorted technological equipment and materials which can be checked out; new hardware formats include such items as: scanners, camcorders, laptop computers with modems, overhead LCD display panels, portable multi-media units, etc.	1994-96
* To provide for updated computer software for programmed learning and for the development of basic skills to be used for creative research activites.	Ongoing
* To develop a shared technology infra-structure encompassing every aspect of the college system from the classroom to the administration. •MNET connection.	1994-96
* Via Voice Mail and E-Mail systems information can be delivered to students assigned with a private mail box number.	1994-96
* Through wireless connectivity - laptop computers or cellular phones students and staff can have campus information available at all times.	1994-96

INSTRUCTIONAL TECHNOLOGY CONTINUED

GOALS AND OBJECTIVES: (PAST, PRESENT & FUTURE)	TIME LINES
* Encourage and support staff in the utilization of the Media Center by providing resources, new technology, training and technical support such as: CD-ROM's and Multi Media Interactive workstations Online Services, Bulletin Boards, Databases Supporting print materials and updates	Ongoing
* Create training software programs for staff development and student organizations.	1994-96
* Develop a training component for information technology and information access in every program utilizing a new instructional technology format.	1994-96
* Virtual libraries - libraries of the future providing notebook computers with access to electronic reference materials to use virtual reality technology.	1995-96

OBJECTIVES FOR
MULTI MEDIA TECHNOLOGY



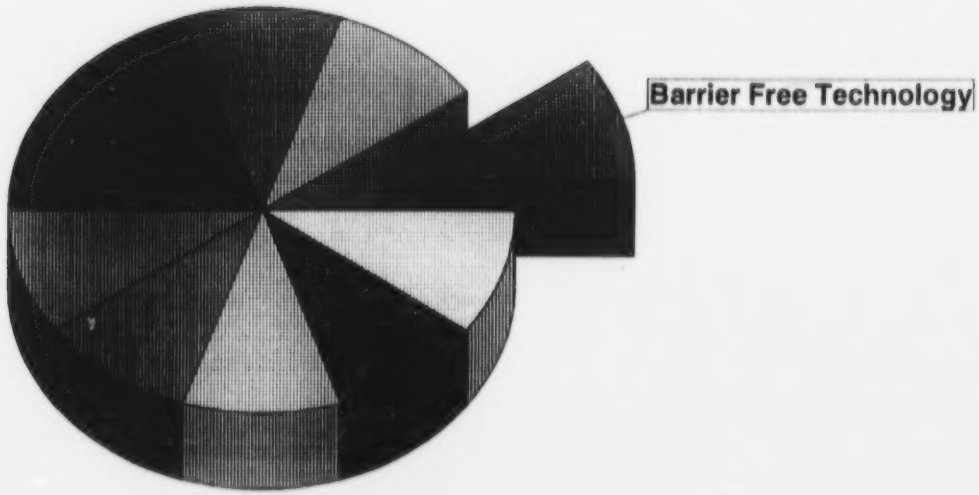
MULTI MEDIA / AUTHORING
(INTEGRATED LEARNING SYSTEMS)

PURPOSE STATEMENT

To provide resource assistance to faculty who are designing or utilizing the technology based instructional equipment and software.

GOALS AND OBJECTIVES: (PAST, PRESENT & FUTURE)	TIME LINES
* Representatives from the Technical College System toured Maricopa Community College System in Arizona and Waco, Texas as well as other conference sites.	1993-1995
* To develop a plan for utilizing technology in the Media Center/Campus wide; i.e., technology committees developed.	Ongoing
* Funding distributed to enhance the Technical Colleges with instructional technology endeavors: *South Central Technical Colleges - Mankato, Albert Lea.....$500,000 *Duluth Technical College.....$450,000 *Anoka Technical College.....$450,000 *Northeast Metro & Lakewood Community.....$450,000 *Minneapolis Technical College.....$230,000 *St. Paul Technical College.....$250,000 *Other Technical College/Campuses.....$ 70,000 each	1994-95
* Begin to develop a standardization of equipment and software (1) local, (2) regional, (3) statewide.	1995-96

OBJECTIVES FOR
BARRIER FREE TECHNOLOGY



BARRIER FREE TECHNOLOGY

PURPOSE STATEMENT
To provide for the diverse needs of students, staff and community population through the use of new technology formats.

GOALS AND OBJECTIVES: (PAST, PRESENT & FUTURE)	TIME LINES
* Provide current information about innovative uses of technology for students and staff with disabilities.	Ongoing
* Develop a plan with the Special Needs Areas and Occupational Skills Program to provide barrier free access to information through innovative uses of technology.	Ongoing
* Begin to identify needs and research equipment possibiilities to enhance learning for the disabled.	1994-96
* Identify and purchase appropriate software and hardware to improve outcomes for students with disabilities.	1994-96
* Provide training and staffing in the use of the equipment and software.	1994-96

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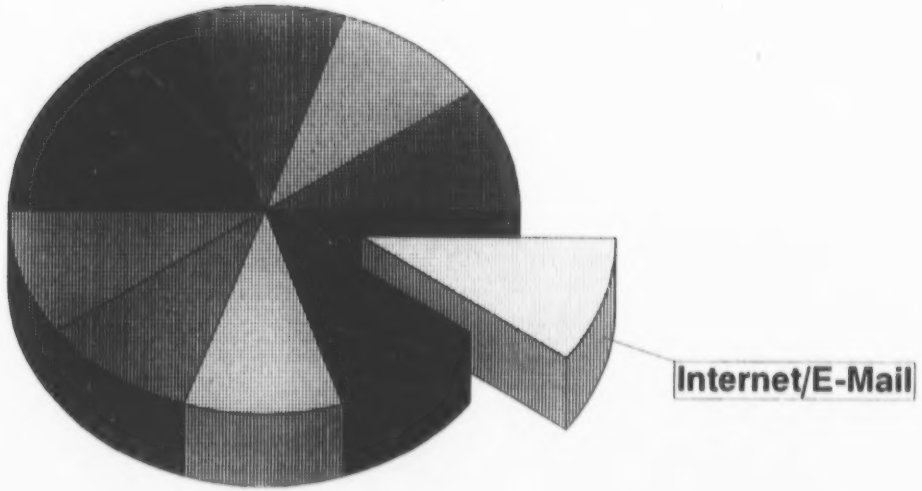
OBJECTIVES FOR
INTERNET/E-MAIL



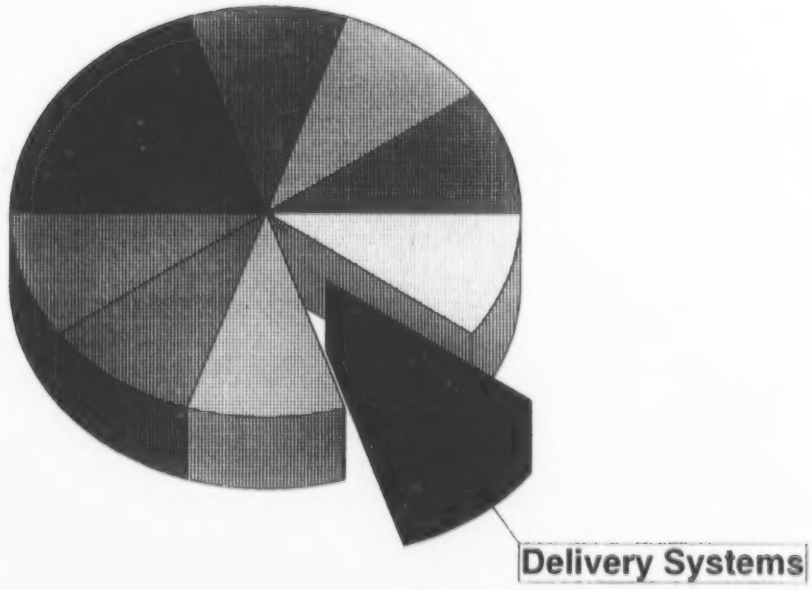
INTERNET / E-MAIL / ON-LINE SERVICES

PURPOSE STATEMENT

To provide a strong emphasis on the utilization of existing and emerging information highways to access state, national and international databases.

GOALS AND OBJECTIVES: (PAST, PRESENT & FUTURE)	TIME LINES
* Accessibility of an array of information through on-line electronic database services. Dialog Service/On-line Services PALS, LUMINA, Etc. INTERNET	Ongoing PALS 1994 - 1996 Internet 1994 - 1996
* Enhance student learning and higher order of thinking skills through the use of various electronic formats; such as: X-Press News Bulletin Bulletin Boards E-Mail	Ongoing
* Internet networked throughout the staff's workstations and student lab computer areas.	1994 - 1996
* Staff development training/student orientations and other community workshops on Internet, Bulletin Boards and E-Mail. Presentations for Business and Industries On-Line Training Manuals for assistance Staff Development Awareness Brochures Computerized Training Courses	Ongoing

OBJECTIVES FOR
DELIVERY SYSTEMS



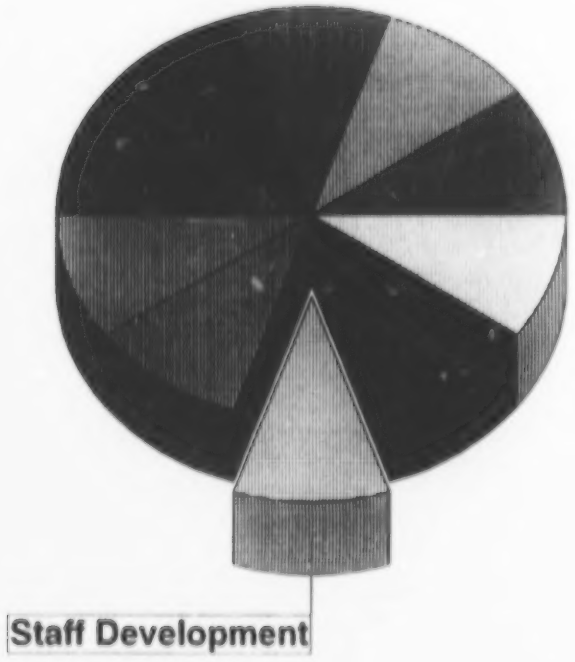
DELIVERY SYSTEMS

PURPOSE STATEMENT

To provide a unique opportunity for distance learning through the use of alternative delivery systems. Integrating data and voice providing an infrastructure which will enhance student learning.

GOALS AND OBJECTIVES: (PAST, PRESENT & FUTURE)	TIME LINES
* To establish an integrated model within the Media/Technology Center provided through an open environment, utilizing additional interactive sites.	1994-96
* Open access to:	
Utilizing the telecommunications system to research new software for accessing expertise.	Ongoing
Access to satellite programs utilizing local cable systems.	1994-96
Desktop video conferencing systems between computer environments, local and distant.	Ongoing
Groupware allows users in a computer networked environment to jointly author, share and move electronic documents as a team project	1995-96
Video courses to be checked out for credit to enhance individual continuing education.	1995-96
Access to computer related programs for continuing education, i.e., Mind Extension University.	1995-96
* Via cable TV programs and instruction can become accessible to homes, businesses & public environments.	Ongoing

OBJECTIVES FOR
STAFF DEVELOPMENT



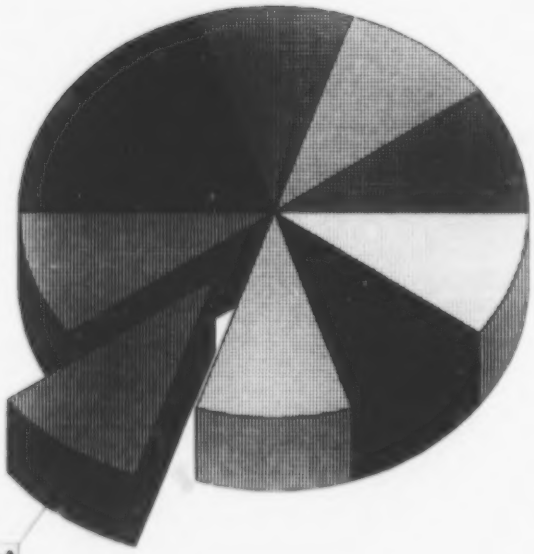
STAFF DEVELOPMENT

PURPOSE STATEMENT

To design and implement a Staff Development Plan which focuses on teaching and learning through the use of information and the utilization of instructional technology.

GOALS AND OBJECTIVES: (PAST, PRESENT & FUTURE)	TIME LINES
* To create a framework for the use of technology that is firmly grounded in the mission of the campus.	Ongoing
* To be involved with the Staff Development Committee and the need for technology based training.	Ongoing
* Provide for Staff Development supportive materials, i.e., ERIC on CD-ROM, addition of higher education journals, INTERNET and other databases.	Ongoing
* Develop a needs assessment component to ensure new instructors and staff are adequately trained on the new technologies. Workshops/Orientations Brochures Training Manual Create a supportive training course utilizing instructional technology aides.	Ongoing
* Coordinate training activities with other higher education systems to collaboratively work on continuing education courses.	1994-96

OBJECTIVES FOR
CURRICULUM DEVELOPMENT



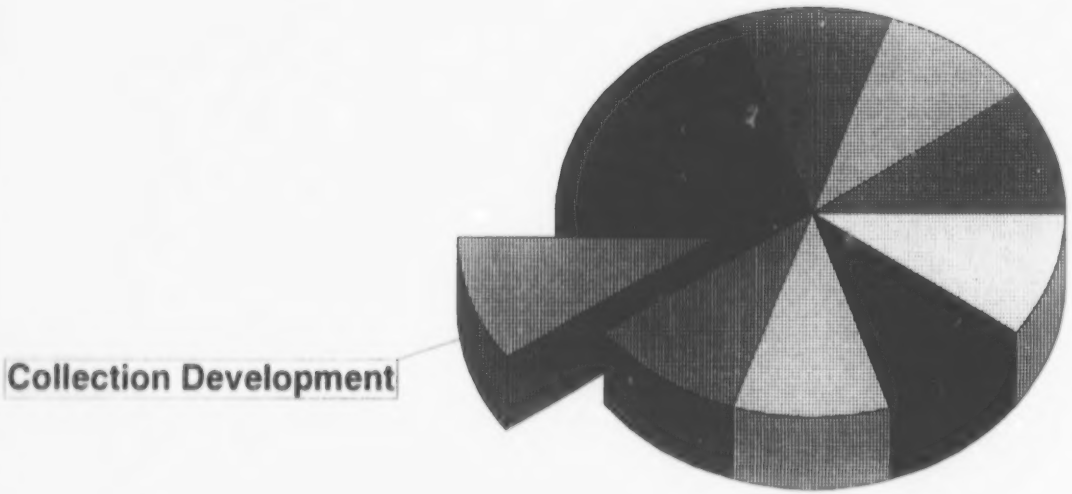
CURRICULUM DEVELOPMENT

PURPOSE STATEMENT

To work with instructors, Campus Curriculum Committees and General Studies/General Education Committees exploring various learning techniques to meet the needs of students in acquiring information.

GOALS AND OBJECTIVES: (PAST, PRESENT & FUTURE)	TIME LINES
* Support life long learning experiences that encourage user skills and creative knowledge for retrieving information through student orientations of the Media Center.	Ongoing
* Develop student orientation brochures and handbooks for Library/Media Services training.	Ongoing
* Survey the students needs by departments and begin an assessment plan for student and faculty outcomes.	Ongoing
* Support faculty curriculum needs with expertise in curriculum design; i.e., computer courses, and utilizing collections of unique materials, electronic indexes and full texts.	Ongoing
* Develop a 1 credit technology course offered both for continuing education and elective offering, or implement a component within each program to develop technology based information skills.	Ongoing

OBJECTIVES FOR
COLLECTION DEVELOPMENT



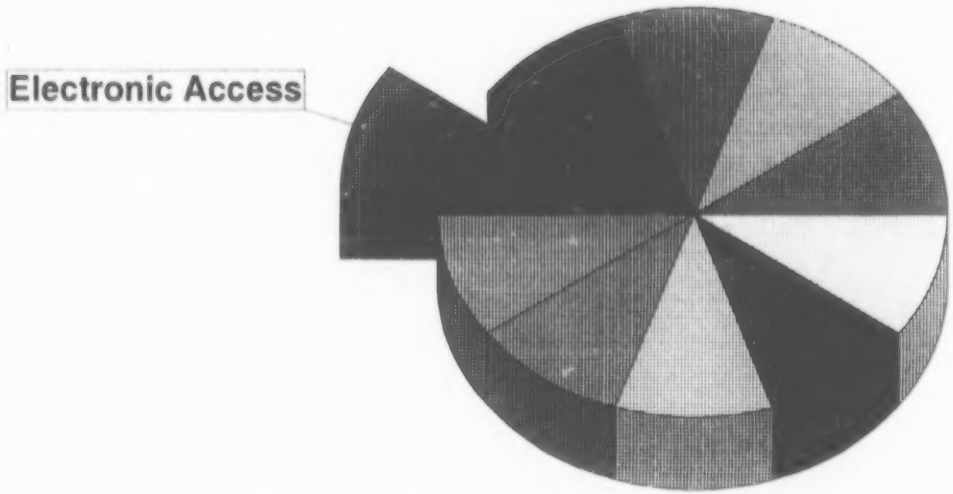
COLLECTION DEVELOPMENT

PURPOSE STATEMENT

To support the curriculum of the various programs within the college with print and non-print materials, focusing on the unique technical areas.

GOALS AND OBJECTIVES: (PAST, PRESENT & FUTURE)	TIME LINES
* Collecting and purchasing unique materials in the technical areas, i.e., Small Engine Repair, Jewelry Manufacture, Locksmithing, Neon Sign Fabricating Gunsmithing, Taxidermy, Security Management, etc.	Ongoing
* To provide a strong foundational base of technical reference materials using CD-ROM resources and full text graphic databases	Ongoing
* Utilize electronic indexing for periodicals and full text materials.	Ongoing
* Expansion of diversity resources, staff development materials and self-paced instructional aides.	Ongoing
* Expand access to remote users through Wide Area Networking capabilities to CDROM's used in technical program areas	1994-96
* Collection Development policies locally, regionally and statewide.	1994-96

OBJECTIVES FOR
ELECTRONIC ACCESS



ELECTRONIC ACCESS

PURPOSE STATEMENT
To provide searching capabilities for resources through electronic means compatible with other higher education institutions.

GOALS AND OBJECTIVES: (PAST, PRESENT & FUTURE)	TIME LINES
* Automated circulation/cataloging systems. (see the following pages for the library automation status on each campus)	1990 - 1994
* Networked automated circulation/cataloging system throughout the college campus.	Ongoing
* Partnerships in regional based CDROM's for resource information	Ongoing
* Subscribers to On-Line database services through modem connectivity.	Ongoing
* PALS Automated Library Systems Project terminal installed.	1994-95
* Full participation in PALS with retrospective conversion of materials enabling Technical College Media Centers to become equal players with other higher education institutions.	1994-96
* OCLC cataloging and training.	Ongoing

MINNESOTA TECHNICAL COLLEGE SYSTEM

STATUS OF LIBRARY AUTOMATION ON EACH CAMPUS

CAMPUSES CONNECTED WITH PALS DEDICATED LINE CONNECTION AND OCLC CATALOGING

SOUTHWESTERN TECHNICAL COLLEGE
- Canby Technical College
- Granite Falls Technical College
- Jackson Technical College
- Pipestone Technical College

MINNEAPOLIS TECHNICAL COLLEGE (co-located with Minneapolis Community College, active agreement and MTC staffed)

PHASE I. CAMPUSES WHICH ARE AUTOMATED (DataTrek System)/OCLC CATALOGING

ANOKA HENNEPIN TECHNICAL COLLEGE

DULUTH TECHNICAL COLLEGE

ST. CLOUD TECHNICAL COLLEGE

PHASE II. CAMPUSES WHICH ARE AUTOMATED (Follet/Winnebago System) needing retrospective conversion/WITHOUT OCLC CATALOGING

ALEXANDRIA TECHNICAL COLLEGE

HENNEPIN TECHNICAL COLLEGE - Brooklyn Park

HENNEPIN TECHNICAL COLLEGE - Eden Prairie

MN RIVERLAND TECHNICAL COLLEGE
- Austin Technical College
- Faribault Technical College
- Rochester Technical College

NORTHWEST TECHNICAL COLLEGE
- Detroit Lakes Technical College - Winnebago
- East Grand Forks Technical College - Winnebago

PINE TECHNICAL COLLEGE

SOUTHCENTRAL TECHNICAL COLLEGE
- Albert Lea Technical College
- Mankato Technical College

PHASE III. CAMPUSES WITHOUT AUTOMATION/OR OCLC CATALOGING

BRAINARD/STAPLES REGIONAL TECHNICAL COLLEGE
- Staples Technical College

DAKOTA COUNTY TECHNICAL COLLEGE

HUTCHINSON-WILLMAR REGIONAL TECHNICAL COLLEGE
- Willmar Technical College

NORTHEAST METRO TECHNICAL COLLEGE

NORTHWEST TECHNICAL COLLEGE
- Moorhead Technical College

RANGE TECHNICAL COLLEGE
Eveleth Technical College

ST. PAUL TECHNICAL COLLEGE

PHASE IV. CAMPUSES WITHOUT LIBRARIES/DEVELOPING CO-LOCATED CAMPUS AGREEMENTS AND STAFFING AGREEMENTS

BRAINARD/STAPLES REGIONAL TECHNICAL COLLEGE
Brainard Technical College

NORTHWEST TECHNICAL COLLEGE
Bemidji Technical College
Thief River Falls Technical College

PHASE V. CAMPUSES BEGINNING OR PLANNING NEW LIBRARY FUNCTIONS

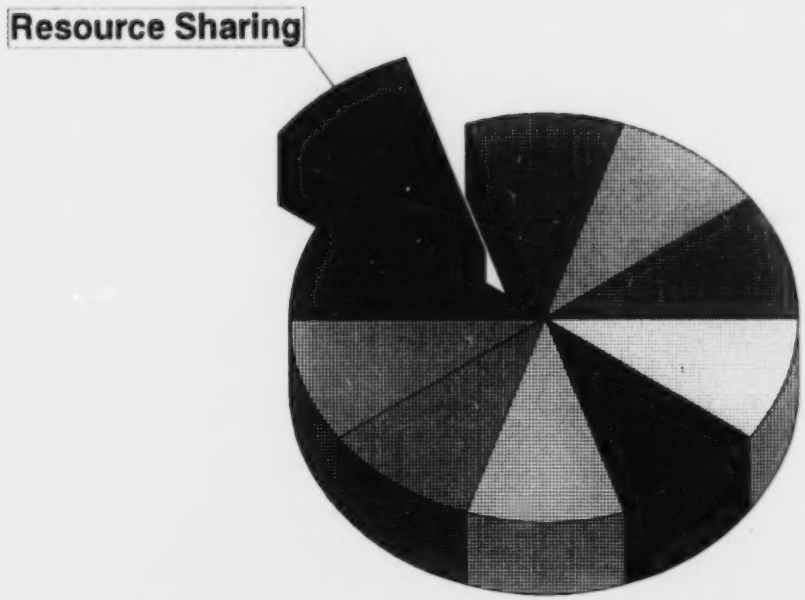
RED WING/WINONA TECHNICAL COLLEGE
Red Wing Technical College
Winona Technical College

RANGE TECHNICAL COLLEGE
Hibbing Technical College

NORTHWEST TECHNICAL COLLEGE
Wadena Technical College

HUTCHINSON-WILLMAR TECHNICAL COLLEGE
Hutchinson Technical College

OBJECTIVES FOR
RESOURCE SHARING



RESOURCE SHARING

PURPOSE STATEMENT
To cooperatively work with others in providing for the needs of resources through sharing of materials.

GOALS AND OBJECTIVES: (PAST, PRESENT & FUTURE)	TIME LINES
* Regional Library Multitype Members	Ongoing
* MINITEX Memberships	Ongoing
* MULS (Minnesota Union Library of Serials) Memberships Participation with nationally unique titles.	Ongoing
* Co-located Campus Agreements	1994-96
* Local, regional and state-wide resource policy agreements	1994-96

MINITEX DOCUMENT DELIVERY STATISTICS

REQUESTS FROM NETWORK LIBRARIES TO MINITEX

JULY-MAR FY87 - FY94

	FY87	FY88	FY89	FY90	FY91	FY92	FY93	FY94	PERCENT CHANGE 1993-94	PERCENT CHANGE 1987-94
MN STATE UNIV. LIBS.	18,720	19,110	21,771	22,582	26,911	31,485	30,884	32,223	4%	72%
COMM. COLLEGE LIBS.	10,272	9,889	13,702	14,187	16,697	14,221	16,596	17,666	6%	72%
PRIVATE COLLEGE LIBS.	27,453	30,626	28,911	34,722	34,567	35,646	34,121	40,310	18%	47%
UNIV. OF MN LIBS.	21,095	21,982	26,880	34,842	35,256	35,246	36,223	36,602	1%	74%
TECH. COLLEGE LIBS.	465	361	524	423	762	634	931	1,138	22%	145%
MN STATE AGENCY LIBS.	7,061	7,978	10,272	10,338	10,687	10,516	9,588	10,829	13%	53%
TC HOSPITAL LIBRARIES	2,747	2,016	1,713	2,113	2,316	2,300	2,700	2,867	6%	4%
OTHERS	5,239	5,100	4,873	5,540	6,044	6,010	9,513	9,322	-2%	78%
subtotal HECB LIBS.	93,052	97,062	108,646	124,747	133,240	136,058	140,556	150,957	7%	62%
NORTH DAKOTA LIBS.	10,151	10,901	10,608	10,052	10,963	11,045	13,829	14,030	1%	38%
SOUTH DAKOTA LIBS.	8,666	9,569	6,575	7,785	8,410	9,525	11,117	15,198	37%	75%
LDS LIBRARIES	24,121	25,659	29,575	33,085	34,880	36,454	40,210	41,136	2%	71%
	135,990	143,191	155,404	175,669	187,493	193,082	205,712	221,321	8%	63%
DIRECT BORROWING	N/A	6,695	11,198	14,169	13,397	11,921	14,054	15,347	9%	
DIRECT DELIVERY										
TOTAL	135,990	149,886	166,602	189,838	200,890	205,003	219,766	236,668	8%	74%
OVERALL HECB TOTAL	93,052	103,757	119,844	138,916	146,637	147,979	154,610	166,304	8%	79%
HECB LESS OTHER LIBS	87,813	98,657	114,971	133,376	140,593	141,969	145,097	156,982	8%	79%

MINITEX Staff directly filled these requests from:

	Jul-Mar FY 90	Jul-Mar FY 91	Jul-Mar FY 92	Jul-Mar FY 93	Jul-Mar FY 94	
U of MN Twin Cities	93,273	102,186	108,751	121,628	127,462	5%
Mpls Public Library	8,455	8,972	9,751	10,270	10,712	4%
	101,728	111,158	118,502	131,898	138,174	5%

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MINITEX DOCUMENT DELIVERY STATISTICS

REFERRALS FROM MINITEX TO NETWORK LIBRARIES

JULY-MAR FY87 - FY94

		FY87	FY88	FY89	FY90	FY91	FY92	FY93	FY94	PERCENT CHANGE 1993-94	PERCENT CHANGE 1987-94
MN STATE UNIV. LIBS.	ST U	4,224	5,318	6,111	7,069	7,099	5,581	6,121	6,566	7%	55%
COMM. COLLEGE LIBS.	CC	478	673	863	1,257	1,365	1,214	1,669	1,531	-8%	220%
PRIVATE COLLEGE LIBS.	PRIV	11,115	13,399	14,483	14,422	16,134	16,219	15,918	16,248	2%	46%
UNIV. OF MN LIBS.	UOFM	1,491	1,582	1,825	1,836	1,743	2,608	2,298	2,288	0%	53%
TECH. COLLEGE LIBS.	TECH	37	27	30	15	49	34	31	33	6%	-11%
MN STATE AGENCY LIBS.	MNST	1,293	1,484	1,425	2,145	2,317	2,351	2,505	2,445	-2%	89%
TC HOSPITAL LIBRARIES	TCBC	601	459	536	597	711	641	556	888	60%	48%
OTHERS	OTHER	8,798	8,625	8,786	8,604	13,765	12,639	12,405	12,956	4%	47%
subtotal HECB LIBS.		28,037	31,567	34,059	35,945	43,183	41,287	41,503	42,955	3%	53%
NORTH DAKOTA LIBS.	ND	2,455	3,221	3,710	4,268	4,473	3,639	3,463	4,759	37%	94%
SOUTH DAKOTA LIBS.	SD	1,361	1,582	1,072	1,910	2,445	3,684	3,173	3,350	6%	146%
LDS LIBRARIES	LDS	16,953	18,343	18,903	20,025	20,934	21,228	21,401	22,341	4%	32%
	TOTAL	48,806	54,713	57,744	62,148	71,035	69,838	69,540	73,405	6%	50%
HECB LESS OTHER LIBS		19,239	22,942	25,273	27,341	29,418	28,648	29,098	29,999	3%	56%

MINITEX DOCUMENT DELIVERY STATISTICS

REQUESTS FROM TECHNICAL COLLEGE LIBRARIES TO MINITEX

JULY-MAR FY87 - FY94

	FY87	FY88	FY89	FY90	FY91	FY92	FY93	FY94	PERCENT CHANGE 1993-94	PERCENT CHANGE 1987-94
MN VOTEC										
ANOKA AREA TECH COLL.	161	72	102	64	152	71	58	60	3%	-63%
AUSTIN AREA TECH COLL	0	0	0	0	0	1	0	0		
DAKOTA CTY TECH. COLL	127	174	153	140	183	192	79	273	246%	115%
HENN. TECH CTR-SOUTH	0	0	0	0	0	14	0	7		
HENN. TECH CTR-NORTH										
MANKATO AREA TECH COL										
RED WING AREA TECH.	14	0	0	0	0	0	0	0		-100%
ST. CLOUD AREA TECH										
NE METRO TECH INST.	163	115	269	209	420	302	549	516	-6%	217%
ST. PAUL AREA TECH	0	0	0	10	7	47	80	87	9%	
WILLMAR TECH. COLL	0	0	0	0	0	0	161	189	17%	
DULUTH TECH COLLEGE	0	0	0	0	0	7	4	4	0%	
PINE TECH COLLEGE	0	0	0	0	0	0	0	2		
TOTAL	465	361	524	423	762	634	931	1,138	22%	145%

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MINITEX DOCUMENT DELIVERY STATISTICS

REFERRALS FROM MINITEX TO TECHNICAL COLLEGE LIBRARIES

JULY-MAR FY87 - FY94

	FY87	FY88	FY89	FY90	FY91	FY92	FY93	FY94	PERCENT CHANGE 1993-94	PERCENT CHANGE 1987-94
MN VOTEC										
ANOKA AREA TECH COLL.	22	24	27	14	44	31	28	28	0%	27%
AUSTIN AREA TECH COLL	14	3	3	1	5	3	3	3	0%	-79%
DAKOTA CTY TECH. COLL	1	0	0	0	0	0	0	0		-100%
HENN. TECH CTR-SOUTH										
HENN. TECH CTR-NORTH										
MANKATO AREA TECH COL										
RED WING AREA TECH.										
ST. CLOUD AREA TECH										
NE METRO TECH INST.										
ST. PAUL AREA TECH										
WILLMAR TECH. COLL	0	0	0	0	0	0	0	2		
DULUTH TECH COLLEGE										
PINE TECH COLLEGE										
TOTAL	37	27	30	15	49	34	31	33	6%	-11%

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Section III

Budget Allocations

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BUDGET STANDARDS AND RECOMMENDATIONS

"Accurate accounts of expenditures and management carrying full responsibility for expenditures is necessary for fiscal accountability, for monitoring status of accounts, for decision making and for planning." "Learning resources budget as % of educational and general expenditures - 6% minimum." "*Standards for community, junior and technical college learning resources programs." College and Research Libraries News, September 1990.*

Minnesota Technical College System Total Expenditures:

$81 - Staff

$20 - Net Supplies

$26 - Net Equipment

TOTAL $127 - cost per student or 1.78%

Minnesota Community College System Total Expenditures

$170 - cost per student or 3.85%

Fiscal 93 Actual

MINNESOTA TECHNICAL COLLEGES

TOTAL LIBRARY AND INSTRUCTIONAL RESOURCE EXPENDITURES PER CAMPUS

06-Jun-94

		MEDIA				C-ALL	Cost Per Student				Ratio to
Campus	Dist	Net-Budget	Net-Staff	Net-Supplies	Net-Equip	FYE	Net-Budget	Net-Staff	Net-Supplie	Net-Equip	Total Cost
State Totals		4,137,645	2,656,945	640,170	840,530	32,671.19	127	81	20	26	1.78%
Minneapolis	0001	169,135	130,725	7,042	31,368	1,784.81	95	73	4	18	1.61%
Anoka	0011	258,223	193,915	21,774	42,535	1,605.38	161	121	14	26	2.30%
Alexandria	0206	109,794	76,508	26,114	7,172	1,804.47	61	42	14	4	1.04%
Hennepin	0287	33,895	33,895	0	0	69.96	484	484	0	0	0.62%
Hennepin North	0287	234,201	197,528	8,198	28,475	1,706.08	137	116	5	17	2.50%
Hennepin South	0287	242,643	205,166	9,537	27,940	1,829.81	133	112	5	15	2.66%
Pine City	0578	52,236	44,781	2,995	4,460	337.81	155	133	9	13	1.65%
St. Paul	0625	182,811	110,934	36,199	35,678	2,741.69	67	40	13	13	1.13%
Duluth	0709	356,504	133,025	82,531	140,948	1,356.56	263	98	61	104	4.26%
St. Cloud	0742	269,735	169,158	64,148	36,429	1,599.91	169	106	40	23	2.75%
Southwestern	0900	61,753	44,720	17,033	0	72.06	857	621	236	0	3.55%
Canby	0900	34,096	21,472	12,624	0	197.90	172	109	64	0	1.49%
Granite Falls	0900	53,171	42,081	7,001	4,089	308.74	172	136	23	13	1.65%
Jackson	0900	21,192	11,989	8,950	253	399.43	53	30	22	1	0.65%
Pipestone	0900	34,720	15,181	11,678	7,862	274.60	126	55	43	29	1.29%
Northeast Metro	0916	300,417	267,384	21,461	11,572	1,575.57	191	170	14	7	2.76%
Dakota County	0917	222,991	143,197	32,126	47,668	1,504.11	148	95	21	32	1.79%
Range	2020	0	0	0	0	89.44	0	0	0	0	0.00%
Eveleth	2020	62,633	40,963	12,918	8,753	430.30	146	95	30	20	2.43%
Hibbing	2020	17,562	0	2,757	14,805	595.60	29	0	5	25	0.51%
Red Wing/Winona	2186	0	0	0	0	0.00	0	0	0	0	0.00%
Red Wing	2186	87,552	37,148	16,695	33,710	461.92	190	80	36	73	2.47%
Winona	2186	115,837	70,675	11,296	33,866	784.28	148	90	14	43	2.41%
Brainerd/Staples	2190	0	0	0	0	34.67	0	0	0	0	0.00%
Brainerd	2190	36,347	39,800	(11,904)	8,450	749.04	49	53	(16)	11	0.82%
Staples	2190	40,599	26,266	10,302	4,031	481.08	84	55	21	8	0.92%
Northwest	2200	5,557	5,557	0	0	14.02	396	396	0	0	0.43%
Bemidji	2200	55,967	19,657	10,556	25,754	536.00	104	37	20	48	1.23%
Detroit Lakes	2200	65,432	38,927	18,749	7,756	695.57	94	56	27	11	1.38%
East Grand Forks	2200	87,858	61,725	10,353	15,779	793.19	111	78	13	20	1.83%
Moorhead	2200	23,159	10,996	515	11,648	985.51	23	11	1	12	0.39%
Thief River Falls	2200	19,579	(56,416)	61,583	14,412	923.10	21	(61)	67	16	0.32%
Wadena	2200	95,261	74,621	17,087	3,554	588.59	162	127	29	6	2.18%

Fiscal 93 Actual

MINNESOTA TECHNICAL COLLEGES

TOTAL LIBRARY AND INSTRUCTIONAL RESOURCE EXPENDITURES PER CAMPUS

06-Jun-94

Campus	Dist	MEDIA Net-Budget	MEDIA Net-Staff	MEDIA Net-Supplies	MEDIA Net-Equip	C-ALL FYE	Cost Per Student Net-Budget	Cost Per Student Net-Staff	Cost Per Student Net-Supplie	Cost Per Student Net-Equip	Ratio to Total Cost
SouthCentral	2246	0	0	0	0	4.53	0	0	0	0	0.00%
Albert Lea	2246	122,465	78,680	17,644	26,142	502.73	244	157	35	52	3.27%
Mankato	2246	235,027	100,403	59,735	74,889	1,197.02	196	84	50	63	3.06%
Hutchinson/Willmar	2337	0	0	0	0	97.44	0	0	0	0	0.00%
Hutchinson	2338	50,012	21,629	287	28,096	541.78	92	40	1	52	1.04%
Willmar	2339	101,157	51,337	19,594	30,227	1,127.41	90	46	17	27	1.31%
Riverland	2501	24,556	24,400	156	0	0.00	0	0	0	0	1.77%
Austin	2501	134,570	70,700	5,835	58,034	575.03	234	123	10	101	2.56%
Faribault	2501	20,600	18,448	0	2,152	431.21	48	43	0	5	0.68%
Rochester	2501	98,397	79,771	6,601	12,026	862.84	114	92	8	14	1.79%

Summary by College

College											
Minneapolis	0001	169,135	130,725	7,042	31,368	1,784.81	95	73	4	18	1.61%
Anoka	0011	258,223	193,915	21,774	42,535	1,605.38	161	121	14	26	2.30%
Alexandria	0206	109,794	76,508	26,114	7,172	1,804.47	61	42	14	4	1.04%
Hennepin	0287	510,738	436,588	17,736	56,414	3,605.85	142	121	5	16	2.13%
Pine City	0578	52,236	44,781	2,995	4,460	337.81	155	133	9	13	1.65%
St. Paul	0625	182,811	110,934	36,199	35,678	2,741.69	67	40	13	13	1.13%
Duluth	0709	356,504	133,025	82,531	140,948	1,356.56	263	98	61	104	4.26%
St. Cloud	0742	269,735	169,158	64,148	36,429	1,599.91	169	106	40	23	2.75%
Southwestern	0900	204,932	135,443	57,286	12,204	1,252.73	164	108	46	10	1.55%
Northeast Metro	0916	300,417	267,384	21,461	11,572	1,575.57	191	170	14	7	2.76%
Dakota County	0917	222,991	143,197	32,126	47,668	1,504.11	148	95	21	32	1.79%
Range	2020	80,195	40,963	15,674	23,558	1,115.34	72	37	14	21	1.11%
Red Wing/Winona	2186	203,389	107,823	27,991	67,575	1,246.20	163	87	22	54	2.25%
Brainerd/Staples	2190	76,946	66,067	(1,602)	12,481	1,264.78	61	52	(1)	10	0.67%
Northwest	2200	352,813	155,067	118,844	78,902	4,535.98	78	34	26	17	1.11%
SouthCentral	2246	357,492	179,083	77,378	101,031	1,704.28	210	105	45	59	2.73%
Hutchinson/Willmar	2337	151,169	72,965	19,881	58,323	1,766.63	86	41	11	33	1.08%
Riverland	2501	278,123	193,319	12,591	72,213	1,869.09	149	103	7	39	1.83%

MINNESOTA COMMUNITY COLLEGES
TOTAL LIBRARY AND INSTRUCTIONAL RESOURCE EXPENDITURES PER CAMPUS
FOR 1992

COLLEGE	LIBRARY & INSTRUCTIONAL RESOURCES	ENROLLMENT 91-92	EXPENDITURE PER STUDENT	LIBRARY & INSTR. % OF TOTAL EXPENDITURE
ANOKA/RAMSEY	$318,842	3,045	$105	2.70%
AUSTIN	209,778	789	266	4.82%
BRAINERD	224,089	1,181	190	4.44%
CAMBRIDGE	102,177	720	142	5.16%
FERGUS FALLS	209,288	878	238	5.19%
HIBBING (DULUTH)	120,951	1,300	93	3.17%
INVER HILLS	402,211	2,739	147	3.66%
ITASCA	174,710	886	197	3.78%
LAKEWOOD	377,371	3,240	116	2.81%
MESABI (FON DU LAC)	144,340	1,053	137	3.75%
MINNEAPOLIS	392,260	2,618	150	3.26%
NORMANDALE	903,149	5,575	162	4.48%
NORTH HENNEPIN	499,907	3,612	138	3.57%
NORTHLAND	107,129	605	177	3.42%
RAINY RIVER	111,293	467	238	3.70%
ROCHESTER	668,477	2,639	253	5.51%
VERMILION	70,963	595	119	2.17%
WILLMAR	188,385	1,081	174	3.84%
WORTHINGTON	119,424	593	201	3.74%

Section IV

New Library/Media Center Facilities or Co-Located Campus Library/Media Center Facilities

COST ANALYSIS:

PROVIDING FOR A NEW MEDIA CENTER FACILITY

ON A TECHNICAL COLLEGE CAMPUS

Attached is an example of funding for Library/Media Center Services on a specific campus of a Minnesota State Technical College. The figures for expenditures are only a model and can be altered to meet the campus needs. This can be accomplished by transferring equipment and materials from other areas within the building to help support the new facility on campus.

COST ANALYSIS
PROVIDING FOR A LIBRARY/MEDIA CENTER
ON A CAMPUS

BUDGET ALLOCATION: $169,013 (1994-95)

Staffing Allocation: $98,475
* Includes Media/Telecommunication personnel

Supply Allocation: $22,949

Equipment: $47,588

SQUARE FOOTAGE PER CAMPUS: (Library Space only - this can be expanded when utilizing adjoining telecommunication site or multimedia/instructional technology site

Total Square Footage of Library: 2250 sq. ft.
Stack Footage: 925 sq. ft.
Office Workroom: 200 sq. ft.
Seating & other: 1125 sq. ft.

Seating Capacity: approx. 46
(5) Tables = 20
(1) Information Center = 4
(12) Computer Flex Lab area - optional = 12
(1) Personal reading area = 6
(4) Quiet Study Carrels = 4
Other: VCR/TV
Express Cable News area
Reference area
Circulation/Check-out area

EQUIPMENT:

INFORMATION CENTER:

(1) MultiMedia/Interactive Site - 486 DOS Computer with Sound Board, Speakers, Built in CDROM Unit, 15" monitor (Stand alone -networked when expansion occurs)

(2) Electronic Index Station (utilize for other CDROMS)
386 DOS Computer, Colored Monitor, CDROM, Printer

(3) Computer with Modem and software - Access *PALS, LUMINA, Bulletin Boards, Dialog, Compu-Serve, etc.

(4) Computer Flex Lab (optional)

* PALS Dedicated Line Terminal will be included with MNET connection 1994-96 on each campus, which will include connection for the new accounting system and PALS - equipment should be budgeted for proper installation

File Server (1000)	Approx cost:	$12,000
Cisco (506) Router		2,500
DOS Computer Equipment		2,100
486 Window Environment		

OTHER EQUIPMENT: (Optional)

Fax Machine

Photo Copier

VCR/TV

PRINT MATERIALS:

Books: (A recommendation would be to have each program contribute $300 - $500 to build up the collection)

Reference Materials:

Periodicals: 75 Titles - (includes 1 - 3 print indexes)
12 Area Newspapers

Preservation of unique materials (binding technical periodicals unique to program areas)

NON-PRINT MATERIALS:

CDROM'S ... examples:
- Mayo Health Clinic
- Illustrated Encyclopedia
- Toolworks Reference Library
- Time Almanac
- Newsweek
- CIA Interactive
- Guiness Records
- US Atlas
- World Atlas
- Library of the Future

Electronic Index (optional - An electronic database which fits with the program areas on campus)

A-V Materials

OTHER PURCHASE SERVICES:

Regional Sharing Agreement - Fax Agreement with Multi-type Library System

Minitex - MULS Membership

On-line Data Base Services; i.e., Dialog, CompuServe (Incorporated with Small Business Programs on Campus)

*PALS Membership

*Cataloging - OCLC Services (As collection grows this needs to be incorporated into the budget)

PERSONNEL:

Qualified person to meet the following needs:

(1) Multi/Media Instructional Technology Support

(2) Staff Development Training - involved with a Staff Development Committee on Campus

(3) Curriculum Development - involved with a Curriculum Committee on Campus

(4) Marketing - Board presentations, faculty workshop presentations, paper articles, professional journal writings

(5) Advisory Committee Chairperson - to include other local and regional library personnel and area businesses for partnership needs

2 -3 Workstudy Students

TOTAL EXPENSES:	**($81,763)**	**FUND FROM:**
FACILITY EXPENDITURES:	($22,800)	EQUIPMENT
Floor - Wall Coverings	$3,000	(R & R)
Shelving Units	8,000	
Tables and Chairs	6,500	
Circulation Desk	1,200	
Information Center	2,000	
Personal Reading Area	2,100	
EQUIPMENT EXPENDITURES:	($6,500)	EQUIPMENT
486 DOS Multi-Media Unit with Printer	$3,000	
386 DOS Computer/CDROM Unit	1,500	
386 DOS Computer with Modem/Software	1,700	
Flex Lab (optional - transfer from other areas)		
FAX Machine	300	
Photo Copier (optional)		
VCR/TV (optional)		
NON -PRINT MATERIALS	($2,800)	EQUIPMENT
CDROM's	800	
CDROM Electronic index or technical full text database	2,000	
AV Materials (in house allocation)		
PRINT MATERIALS:	($10,400)	SUPPLIES
Books (15 programs @ $300 - $500 = $4500-7500)	$5,500	
Reference	1,500	
Periodicals (This amount is possibly in house allocation - the magazines are decentralized & need to be centralized)	2,900	
Binding	500	

SUPPLIES		($600)	SUPPLIES
OTHER PURCHASE SERVICES:		($40)	
Regional Sharing Fax reement		$40	
Minitex Membership			
On-line Database Services - according to usage and contracts Telephone costs, etc.			
*PALS Membership			
*OCLC Services			

* PALS connection, PALS membership, Full Text Databases and OCLC services will be reviewed after the initial infrastructure is in place for the new HEB system.

PERSONNEL		($38,623)	STAFFING
Media Center Coordinator (10 month) 202 Days		$28,000	
	Health	4,200	
	TRA	2,281	
	FICA	2,142	
Workstudy Students		2,200	

TECHNICAL COLLEGES LIBRARY/MEDIA CENTER SERVICES

ON CO-LOCATED CAMPUSES

ELECTRONIC LAB ENVIRONMENT:

Utilization of existing electronic labs on Technical College Campuses

A. Technical CD ROM databases and other electronic software to correlate with programs and courses offered on the Technical College.

B. Develop a LAN networking system for the CDROM databases to be utilized by all the Technical College campus.

C. Develop a WAN networking system for utilization at the Community College Co-located campus and for remote dial in access from other Technical Colleges as well as businesses, etc.

D. Develop a bulletin board for e-mail communication, in-house and outside connectivity

E. Access to Internet, PALS, LUMINA, and other on-line databases, as well as, full text resource access

FINANCIAL SUPPORT FOR RELATED COURSE MATERIALS:

Cooperation and joint use of library/media center facilities, services and materials within a co-located campus

A. Course Related Technical Print and Non-Print Materials

B. Technical Related Core Reference Materials

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C. Membership to PALS to provide for full text electronic access, interlibrary loan materials, contribution of technical related and unique collections.

D. Cooperation of budget and acquisitions to eliminate duplication of materials and acquisitions for shared general reference collections.

E. Cooperative cataloging and interlibrary loan agreements.

F. Shared PALS and Telecommunications charges.

STAFFING:

A. Staff Development Training for Information Access; such as; Internet, Bulletin Boards, CD ROM's, online databases, and online public access catalogs.

B. Cooperative efforts in joint training programs for staff and workstudy students.

C. To provide services at both locations increasing the ease of library services for faculty, staff and student access to materials.

D. Expertise of the Technical College employee to provide assistance of the interchange of programs and to incorporate the mission of the Technical College.

FOUNDATIONAL STRUCTURE:

A. Joint Advisory Committees to enhance equal partnerships.

B. Minitex/MultiType Memberships.

C. Library/Media Association Memberships.

D. General Policies established.

Section V

Invested Interests in Technical College Library/Media Centers

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INVESTED INTERESTS

A SURVEY WAS ADMINISTERED TO VARIOUS COLLEGE ADVISORY COMMITTEE MEMBERS AS AN ASSESSMENT TOOL TO DETERMINE THE NEEDS FOR FUTURE DELIVERY SYSTEMS TECHNOLOGIES AND INFORMATION ACCESS TOOLS. THE FOLLOWING IS A RESPONSE BY AN AREA BUSINESS PERSON:

Question: Are new technology skills and information skills a vital component to your working environment or home, if so how could these be integrated in your work or personal life?

Response: "Both the technology and information skills are vital to me at work and at home. These skills will be integrated in both my work and personal life to create wealth because information and knowledge is power." Plastech Company, Rush City, MN

* Graduates must be globally aware of resources
* Students must be feel comfortable with new technologies
* Graduates must be proficient at accessing, evaluating and communicating information

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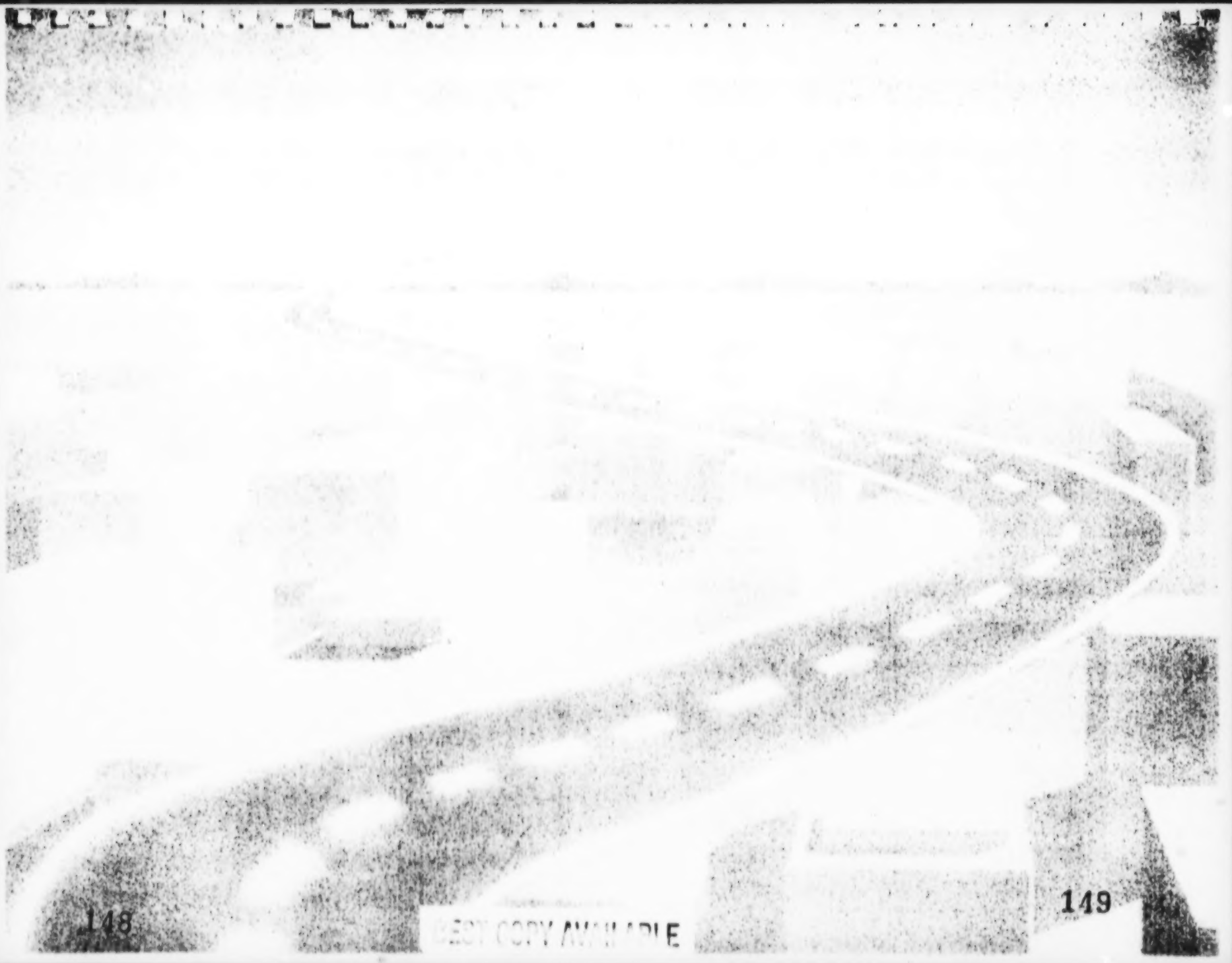

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